

Lemanu Peleti Mauga
Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Acting Director

Faagau Steve Lefiti
Deputy Director WIOA

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: <i>District Coordinator</i>		Posting Date: <i>June 16, 2022</i>	Serial No.: <i>150-22</i>
Department/Division: <i>Office of the Governor</i>		Closing Date: <i>June 30, 2022</i>	Announcement No.: <i>080-22</i>
Type of Position: <i>Temporary Appointment</i>	Posting Type: <i>Employment Opportunity/ Open to the Public</i>	Pay Grade and Salary Range: <i>GS 11; \$17,069- \$42,419. pa</i>	

General Description: The American Samoa Soil and Water Conservation District (AS-SWCD) is a natural resource agency located under the Office of the Governor. Its primary vision is to identify resource concerns facing the territory and work with its partners to develop comprehensive solutions to those problems. AS-SWCD works closely and is housed within the United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS). AS-SWCD and USDA-NRCS both work to assist in the development and implementation of natural resources conservation practices with farmers across the territory.

This position is a full-time, renewable contract position which serves as the head of the management team for the American Samoa Soil and Water Conservation District (AS-SWCD). The position provides leadership for financial, personnel, program planning, education and outreach, and conservation project management and implementation. The position acts on behalf of the district board and is supervised by the Board Chair. The District Coordinator must be a highly motivate, productive, self-starter with demonstrated ability to be successful with project management and working collaboratively with partners.

Key Duties and Responsibilities:

E1. Financial Management

- Oversees financial affairs of the district with the supervision of the District Board Treasurer.
- Prepares the SWCD annual budget and acts as Budget Officer.
- Keeps the Board informed regarding financial affairs at monthly meetings and when requested.
- Ensures accurate and audit-ready bookkeeping for district projects and expenditures.
- Ensures compliance with relevant laws and rules pertaining to the district expenditures.
- Develops and administers grants and contracts for continued district functions.

This is an Equal Employment Opportunity Employer

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 / Email: hr@americansamoa.gov / Fax: (684) 633-1139
"Here To Serve"

E2. Personnel Management

- Deals with SWCD member conflicts, concerns, and issues in a timely manner.
- Facilitates a productive working environment and works to provide training needs for relevant board members and partners.
- Oversees and coordinates work to be completed by volunteers and potential future employees.
- Facilitates, ensures attendance, and schedules monthly board meetings and serves as principal minute taker for the appointed Board Secretary.

E3. Program Planning

- Prepares, reviews, and updates the district's Annual Plan of Operations.
- Serves as the primary liaison for the district between other agencies, the media, and the general public pertaining to SWCD program direction.
- Develops annual budget requests following standard American Samoa Government guidelines and protocol for local operational costs.
- Solicits and receives input from agencies, the public, staff, and others to formulate conservation strategies that will address priority resource concerns.
- Assists USDA-NRCS with implementation of planned conservation practices and contributes to overall success of the office.
- Ensures funding for supplement projects through grants and solicitations for charitable donations.

E4. Education and Outreach

- Organize and conduct needed outreach and informational activities to raise public awareness about natural resource concerns.
- Prepare and deliver effective presentations to agencies and the public.
- Edit and oversee content of the district's brochures and news articles.

E5. Conservation Project Management and Implementation

- Serve as project coordinator on SWCD conservation projects.
- Prepares grant proposals necessary to obtain needed funding for SWCD projects and operations.
- Organize and coordinate the annual Soil and Water Conservation Day.
- Provide technical assistance to landowners as time permits or as technical expertise warrants.

Knowledge, Skills and Ability:

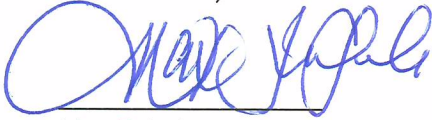
- Demonstrated success in managing conservation programs or projects.
- Well-developed writing skills for preparing grants, contracts, articles, etc.
- Demonstrated ability to work productively with little supervision.
- Demonstrated ability to be an effective leader of a team.
- Experience managing a budget for a project or organization.
- Successfully pass a federal background check and an additional background check which involves credit evaluation, driving record and arrest history.
- Highly productive, self-starter with a desire to make a long-term impact.
- Experience working with a volunteer board of directors.
- Experience in developing and implementing a work plan that achieves results.
- Successful experience working with private landowners to complete projects.
- Skills in marketing, customer service, public speaking, and media relations.
- Bilingual in both written and oral English and Samoan. Translation experience is highly recommended.
- Skills with Microsoft Word, Excel, PowerPoint, and QuickBooks.

Academic and Experience Requirements:

- Applicant must have a bachelor degree from an accredited college major course work in agriculture, natural resource management, business, plus 3 years work experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Max Tuitele

Acting Director, Department of Human Resources